

POSITION VACANCY ANNOUNCEMENT

POSITION: Program Representative I (PR I)

JOB NUMBER: **JOB# 3576-09S**

CLOSING DATE: **September 14, 2009**

STARTING SALARY: \$2714/month (this is a 100% position/salary), excellent benefits

LOCATION: University of California Cooperative Extension
4437-B South Laspina Street
Tulare, CA 93274

PURPOSE:

The Family Food Stamp Nutrition Education Program Assistant is a 100% position under the supervision of the Nutrition Education Program Manager. The FSNEP Family Educator is responsible for implementing the Federal Food Stamp Nutrition Education Program in foods, nutrition, gardening, and related subject matter for families (children and their parents) receiving or eligible to receive food stamps.

The job responsibilities are to recruit and train teachers to use nutrition education curriculum in their classroom or in after school projects. Provide nutrition education to parents of children receiving nutrition education in groups and at school/community events through presentations, food demonstrations, physical activity demonstrations. Enrollment and activity records of students, teachers and parents as well as monthly progress reports and online time report are required. A year end computer report is also required which will be submitted to the state FSNEP office.

SKILLS, KNOWLEDGE, ABILITY:

- Coursework and/or experience in nutrition or community health education background preferred; or an equivalent combination of education, experience, knowledge and abilities essential to the successful performance of the duties assigned to this position
- Ability to organize and conduct classroom activities, physical activity and food demonstrations, and engaging interactive presentations with youth and adults.
- Ability to work effectively with parents, students, teachers and school staff from diverse communities and maintain productive working relationships.
- Must work independently, as a team member, and be well organized, enthusiastic and self directed.
- Must have ability and means to travel to sites on a flexible schedule including some evening and weekends and, on occasion, to travel overnight outside of the county.
- Employment contingent upon successfully completing FBI/DOJ background check
- Ability to recruit and enroll schools, teachers and parents.
- Conduct group teaching sessions in a variety of community settings.
- Able to lift and carry up to 25 pounds.
- Able to understand and complete required forms manually and using a computer.
- Able to use Microsoft Office 2003 proficiently (Word, Excel, Outlook, Publisher).
- Excellent communication skills; read/write English, read and speak Spanish fluently.
- Ability to maintain effective community partnerships and productive interpersonal relationships.
- Teaching experience and knowledge of community for outreach.

TO APPLY: **Submit a cover letter, application and resume.** Applications are available at <http://cetulare.ucdavis.edu/> or request an application and submit packet to:

Karen Gentzler
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4437-B South Laspina Street
Tulare, CA 93274
(559) 684-33030

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